

RECEIVABLES CREDIT/DEBIT MEMO FORM

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date:	Oct 11,2012	
Station:	KMBC	Drop Down
Sales Region:	NATIONAL	Drop Down
Agency:	Strategic Media Placement	
Advertiser:	Akin/R/Senate	
Invoice #	960561-1	Net Invoice Amount
Invoice Date		Amount Paid
		Adjustment to Gross Billing \$ 10.00
		Adjustment to Net Billing \$ 8.50
AE Name:	Meredith thompson	
SM Name:	Tony Kim	
Reason for DEBIT/CREDIT:	POLITICAL RATE ADJUSTMENT	Drop Down
	(Field Required - must use drop down list)	

EXPLANATION (Please explain in detail):

LUR for 10/1

1x First news 430a 10/4 LUR Rebate from \$60 to \$50 Gross/Spot= \$10 gross Adjustment

Revised invoice required? _____

REQUIRED APPROVALS:

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

Form with all required approvals emailed to Regional C&C Manager

Input to Wide Orbit on: _____ by _____

Updated 03/15/12